Michigan Treasury Online (MTO) Optimization

Learning Series 7: Other Pay Options

NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.

January 2016

Customer Friendly

Simplified Process

What's New in MTO?

- **Other Pay Options functionality**

Learning Series 7 edition on the Other Payment Options functionality.

Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:

Image	Purpose
⭐	To indicate a change in process or functionally that is expected to significantly increase the user experience
⚠️	To indicate a reminder or a relevant note within a text
💡	To indicate a quick tip or faster way of completing an action
1	To number steps on screenshots
	To highlight any part of the screenshot, such as a button
Access Types	To draw attention to a relevant section of information/text (not a button)

Other Pay Options Functionality:

Other Pay Options Information –Users who have the Manage Business Account user role or the File and Pay SUW returns user role will have access to the Other Payment Options menu.

- Within the Other Pay Options menu, you can complete the following transactions:
    1. Make a Payment
    2. Manage Payments
    3. Payment history

All three transactions can be completed by selecting one of the links in the Other Payment Options menu.

⭐ **MTO IMPROVEMENT: A user is no longer required to enter and maintain a separate set of login credentials to access the pay site.**

Make a Payment

This page allows a user to make an additional electronic payment by having the user input the payment amount by tax type and selecting the tax period the payment should apply to. Additionally, there is functionality on the page that allows the user to print a payment voucher to pay by check.

1. To enter the pay site and make a payment, select the *"Pay Now"* button.

💡 If you wish to pay by check (and are not an accelerated filer), select the payment voucher displayed for the tax period you wish to make a payment for. If the filing period you would like to pay by check is not displayed, use the printable 2015 Sales, Use and Withholding Payment Voucher (Form 5094) link.

2. Enter the payment amounts by tax, select the payment type and payment period and select *"Pay."*

3. Select "Continue" on the Leaving Michigan Treasury Online warning box.

4. You have now been routed to the pay site powered by JP Morgan Chase. Verify the payment amount listed, select eCheck or Credit/Debit card to indicate the type of payment you wish to make, complete required payment information fields and select "Continue."

5. Verify payment detail, account detail and enter the last four digits of the FEIN or TR number of the business. Select the *"I accept the Terms and Conditions"* checkbox and *"Confirm."*

6. You will receive a confirmation number indicating your payment has been received. A copy of the confirmation number will be emailed to the email listed under your user profile. You may also select to print this page for your records by selecting the printer icon on the page.

Click *"Continue to the Main Menu."*

7. You have now been routed back to the pay site main menu.


💡 On this menu you can add, edit, or delete an eCheck or credit/debit card accounts, view, edit or delete any pending payments and view payment history. The menu options will also be available on the left side of the page after you have selected Manage Accounts, Pending Payments or Payment History.

Manage Payments:

Manage Payments routes the user directly to the payment center site. The user has the ability to manage their account, view and manage pending payments, and to view EFT payment history.

Add, Edit, and Delete eCheck Account:

1. Select the "Manage Payments" link under the Other Payment Options menu then select "Continue" on the Leaving Michigan Treasury Online warning box.
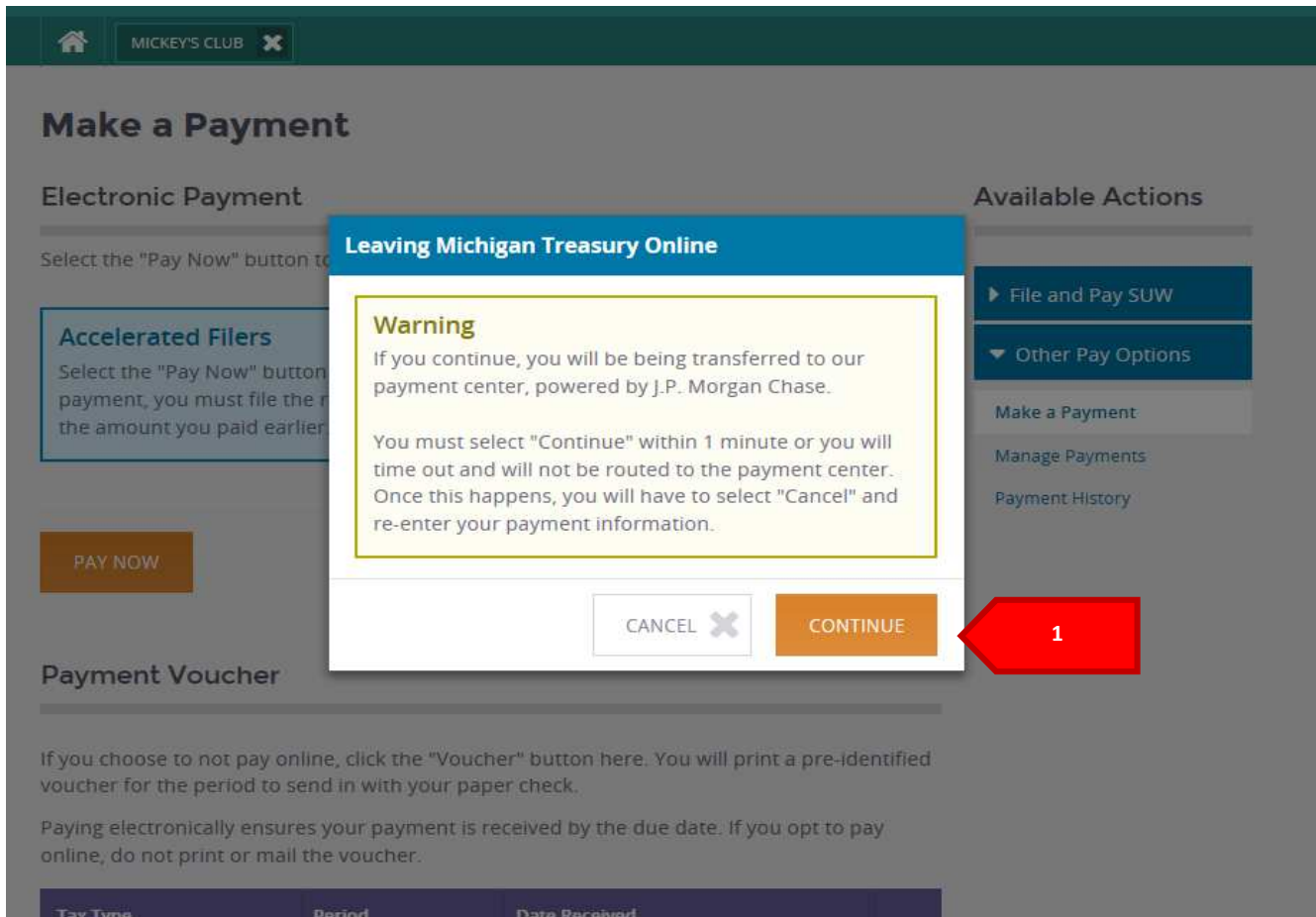
2. You have now been routed to the pay site main menu. Select "Manage Accounts" to add, edit or delete accounts.

Michigan
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Privacy Help

2

Main Menu

CHASE ⬤

Manage Accounts	Add, Edit and Delete your accounts.
Pending Payments	View, Edit and Delete your pending payments.
Payment History	View your payment history.

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3. Select "Add eCheck" Account.

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Privacy Help

Manage Accounts

Pending Payments

Payment History

CHASE ⬤

Account List

Payment Account List

| Account Nickname | Payment Method | Account Type | Account Number |

Add eCheck Account **3**

Add Credit/Debit Card

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4. Enter the eCheck account routing number, the eCheck account number, select the type of account and select "Submit."

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Manage Accounts

Pending Payments

Payment History

CHASE ⬤

Add New eCheck Account

Bold fields with * are required.

eCHECK ACCOUNT INFORMATION

Bank Routing Number*: 02111

Bank Account Number*: 12345

Re-enter Bank Account Number*: 12345

Bank Account Nickname: Checking #1

Bank Account Type*: ⦿ Checking ○ Savings

Bank Account Category*: ○ Consumer ⦿ Business

4 **Submit** **Cancel**

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5. The new eCheck account has been saved under "Manage Accounts." A user can also edit or delete this eCheck account. To edit the account, select the radio button next to the eCheck account and select "Edit Account."

6. Update the eCheck routing number and/or the eCheck account number as applicable and select "Submit."

7. To delete the eCheck account, select the radio button next to the account and then select "Delete Account."

8. Select "Delete Account."

The eCheck account has now been removed and is no longer displayed under "Manage Accounts."

Add, Edit and Delete Credit/Debit Card

1. **Select "Add Credit/Debit Card"**

2. Enter the Debit/Credit card number, required card information, and address associated with the card and select "Submit."

3. The new Credit/Debit card has been saved under "Manage Accounts." A user can also edit or delete this Credit/Debit card account. To edit the account, select the radio button next to the Credit/Debit account and select "Edit Account."

4. Update the Credit/Debit card account number and/or the address associated with the Credit/Debit card as applicable and select "Submit."

5. The updated Credit/Debit card information has been saved under "Manage Accounts." To delete the Credit/Debit card, select the radio button next to the Credit/Debit card and then select Delete Account.

6. Select "Delete Account."

The Credit/Debit card account has now been removed and is no longer displayed under "Manage Accounts."
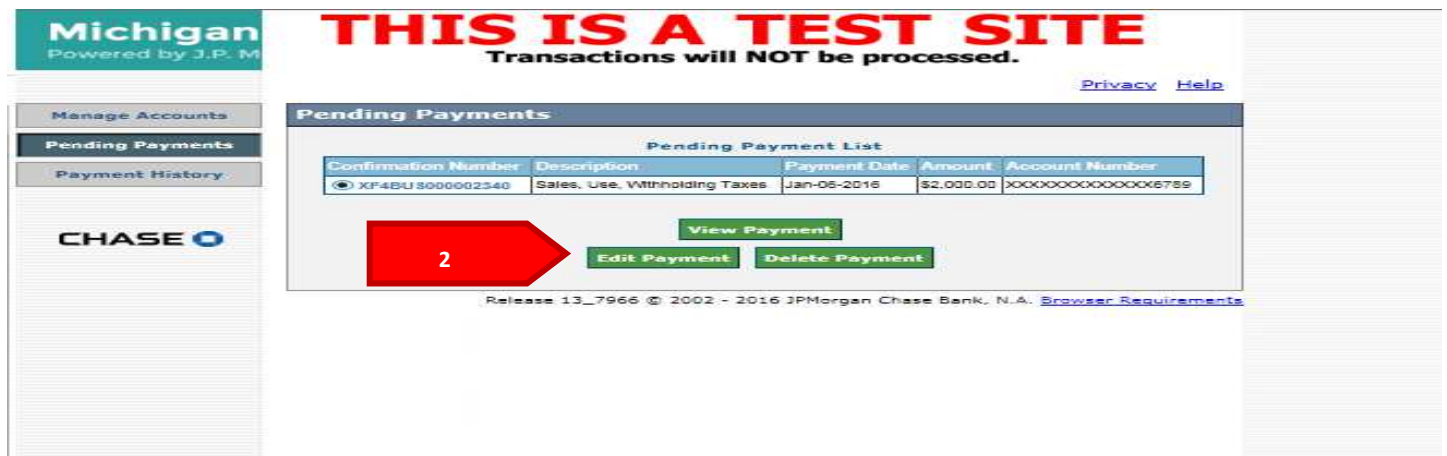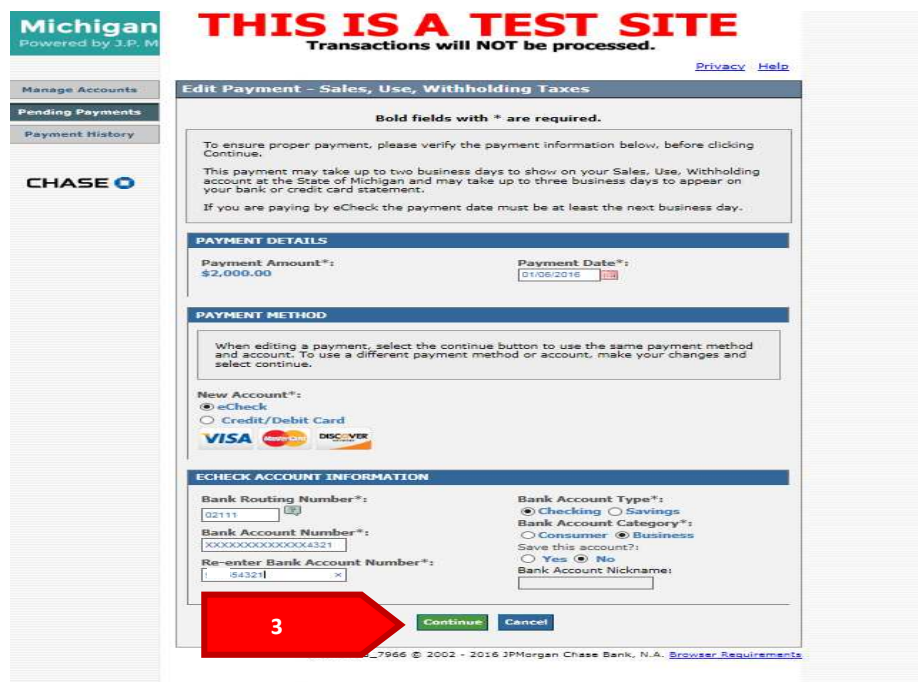
View and Edit Pending Payments

1. To view pending payments, select "Pending Payments" within the pay site.

2. Any pending payments will be displayed. A user has the ability to edit and/or delete any payment listed under pending payments. To edit a payment that is pending, select the radio button next to the payment and then select "Edit Payment."

3. Edit the applicable payment information and select "Continue."

4. Verify payment detail, account detail and enter the last four digits of the FEIN or TR number of the business. Select the *"I accept the Terms and Conditions"* checkbox and *"Confirm."*

5. You will receive a confirmation number indicating your payment has been received. A copy of the confirmation number will be emailed to the email listed under your user profile. You may also select to print this page for your records by selecting the printer icon on the page.

Click *"Continue to the Main Menu."*

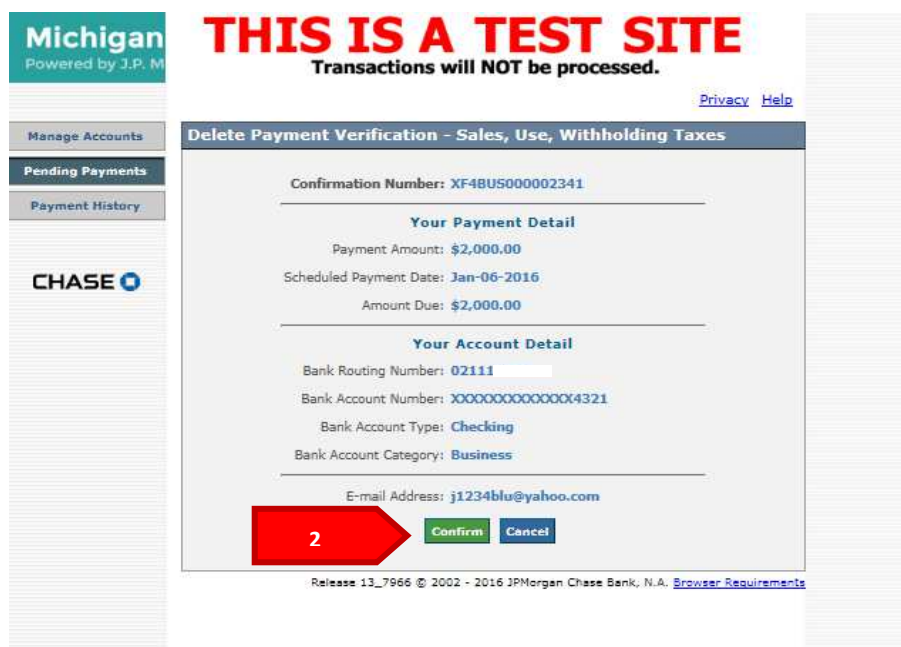6. You have now been routed back to the pay site main menu.

Delete Pending Payments

1. To delete a payment that is pending, select the radio button next to the payment and then select "Delete Payment."
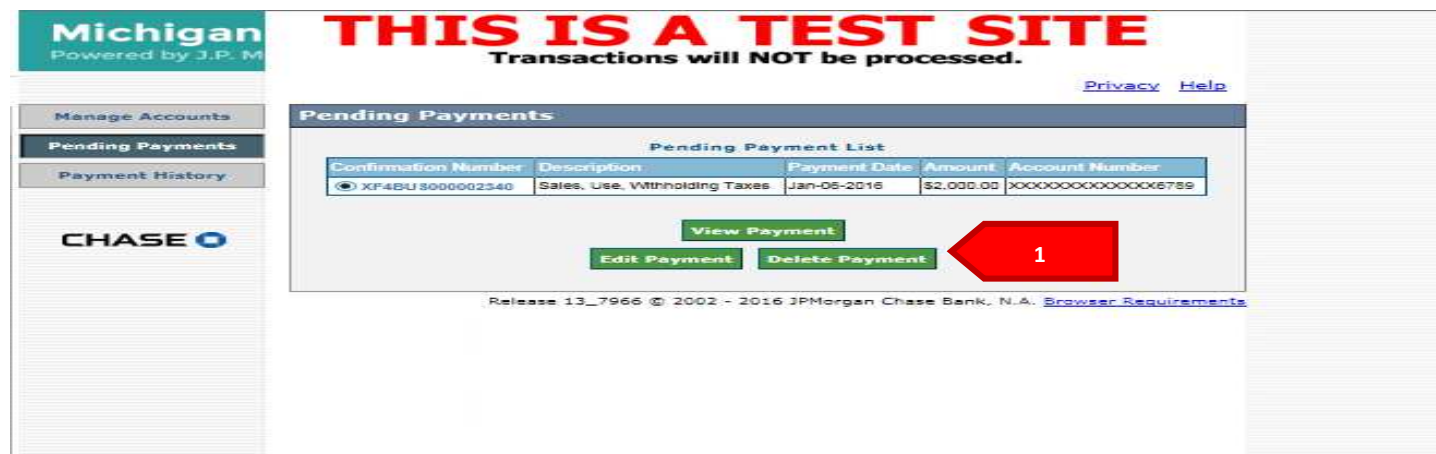
2. Select "Confirm."

3. Select "Ok."

   You will receive a confirmation number indicating your payment has been deleted. A copy of the confirmation number will be emailed to the email listed under your user profile. Select "Confirm."

View Payment History

1. To view payment history, select "Payment History" on the main menu.

A list of payments made including payments that have been cancelled will be displayed.

To return to MTO, close the pay site by selecting the "X" at the top of the page.

Contact Us

If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO and the changes to SUW that will begin in January. The website can be accessed here: www.michigan.gov/mtobusiness.